



October 2008

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

Integrated Waste Management Board (CIWMB)

**TIRE-DERIVED PRODUCT (TDP) GRANT PROGRAM
APPLICATION GUIDELINES & INSTRUCTIONS**

7th Cycle (TDP7) – Fiscal Year (FY) 2008/09



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GRANT PROGRAM OVERVIEW AND GUIDELINES

The California Integrated Waste Management Board (CIWMB) offers the Tire-Derived Product (TDP) Grant Program to promote markets for recycled-content products derived from waste tires generated in California per Section 42889(7) of the Public Resources Code (PRC). Further, PRC Section 42872(a) allows for the awarding of grants to entities involved in activities and applications that result in reduced landfill disposal or stockpiling of waste tires.

CIWMB receives an annual appropriation from the California Tire Recycling Management Fund (Tire Fund) to administer the California Tire Recycling Act (Act) (SB 937, Vuich, Chapter 35, Statutes of 1990) PRC Sections 42860 et seq. As part of that program, the TDP Grant Program increases markets for waste tire rubber and educates the public on waste tire product uses.

ELIGIBLE APPLICANTS

Eligible applicants for the TDP Grant Program are certain public entities, qualified non-profit private schools and qualified non-profit housing development organizations.

Public entities include California cities, counties, public colleges and universities, school districts, qualifying California Indian tribes, park districts, special districts, public recreational facilities, fire and police/sheriff departments, and California state agencies.

For purposes of this grant the following definitions apply:

- A qualifying California Indian tribe is an Indian tribe, band, nation, or other organized group or community, residing within the borders of California, which can establish that it is a governmental entity and which meets the criteria of the grant program.
- A California state agency includes a state office, department, bureau, or board.
- A “large public school district” is a district with at least 43,000 students.
 - To determine a school district’s student population please use the California Department of Education’s database [QuickQuest](http://dq.cde.ca.gov/dataquest/content.asp), <http://dq.cde.ca.gov/dataquest/content.asp>. Either search by county or change the sort order to, enrollment (descending).

Private schools, for the purposes of this grant, include only low income (as defined), non-profit, kindergarten through twelfth grade (K-12) schools. A qualifying private school must be on the most recent California Department of Education (CDE) Private School Affidavit list, and must provide the following documentation:

1. a copy of the most recent Determination Letter for Declaration of Nonprofit Status issued by the IRS;
2. a copy of the most recent Letter of Good Standing issued by the California Franchise Tax Board;
3. a copy of the most recent Certificate of Good Standing issued by the Secretary of State; and
4. documentation that the school is currently qualified for the National School Lunch Program per the U.S. Department of Agriculture.

Private schools that are affiliated with other private schools are not eligible to apply for a separate TDP grant. “Affiliated private schools” are defined as private schools that have at least one owner with a 20 percent or greater interest in another private school.

Non-profit community housing entities, for the purposes of this grant, are limited to Community Housing Development Organizations (CHDO), certified by the California Department of Housing and Community Development (HCD).

ELIGIBLE PROJECTS/PRODUCTS

Only one application per qualifying entity will be accepted and only for projects within California. A minimum of 2,500 California tires must be diverted per proposed tire-derived products/projects. An application may include multiple products/projects to achieve a combined minimum of 2,500 California tires diverted. Project(s) must not have previously received CIWMB grant funds.

TDPs must be made from 100% recycled California waste tires. For the purposes of this grant program, TDPs generally fall into three categories: agriculture/landscape; recreation; and transportation.

Agricultural or landscape applications include mulch or bark, weed abatement coverings, tree care products, and horse stall mats/arenas. Recreational applications include playgrounds, tracks, sidewalks/pathways, sport surfacing. Transportation applications include guard rails or components, railroad ties, sound barriers, traffic safety products. This list is not exclusive and there may be projects incorporating other eligible tire-derived products/projects not listed here.

The CIWMB makes no warranty, express or implied, and assumes no liability for any tire-derived product(s) funded by this Grant. It is the applicant's responsibility to determine the appropriateness of the product(s) for its purposes.

Private school projects are limited to only agriculture/landscape or transportation products, due to California constitutional limitations. Products that advance an educational function are prohibited from receiving a grant

A **California state agency** must include in its Project Description whether their project is located in Northern or Southern California in order to determine their place in the random selection process, see the GRANT AWARD PROCESS section of this document for more information. The division of the state is based on the most current estimated population of each county provided by the Department of Finance. Southern California counties are defined as those counties south of and including San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties north of and including Monterey, Kings, Tulare, and Inyo.

AVAILABLE FUNDS

- A total of \$2,000,000 is available for this grant cycle, Fiscal Year (FY) 2008/09, subject to funding availability.
- \$150,000 is the maximum grant award available for all applicants, except large public school districts.
- \$250,000 is the maximum grant award available for a large public school district.
 - For purposes of this grant, large public school districts are those with at least 43,000 students.

ELIGIBLE COSTS

Eligible costs may be incurred only during the "Grant Performance Period" which starts when the Grantee receives a "Notice to Proceed" from CIWMB and ends on March 31, 2011. The Notice to Proceed, which is issued after the Grantee and the CIWMB have both executed the Grant Agreement, is a formal notification from the CIWMB that authorizes the Grantee to begin the Grant Project and incur costs.

Eligible costs are limited to the actual Grant Project cost of the tire-derived material, including passenger tire buffing*, tax, and shipping up to a maximum of five dollars (\$5).

**Passenger tire buffings is a shredded mulch or small nugget mulch material created from passenger tires, typically sport utility vehicles and light duty truck tires.*

INELIGIBLE COSTS

Ineligible costs include, but are not limited to:

- Any costs that are not waste tire material, tax, or shipping costs as described in the approved Grant Application.
- Any costs incurred prior to the receipt of the Notice to Proceed or after March 31, 2011.
- Equipment, installation, and labor costs.
- Costs that exceed the cost per CA waste tire cap of \$5 per tire.
- Materials made from non-CA waste tires or truck tire buffings.
 - Truck tire buffings may be used in the product/project, but will not be reimbursed by CIWMB
 - Truck tire buffings are derived from the truck tire retreading process. Specifically, the buffing process removes the worn tread from an old truck tire and the particles of rubber that are produced are referred to as "buffings" or "buffing dust."

Detailed cost information is included in Exhibit B – Procedures & Requirements of the Grant Agreement.

See <http://www.ciwmb.ca.gov/Tires/Grants/Product/FY200809/default.htm> to download a draft of the Procedures & Requirements.

FUNDING CERTIFICATION

Some TDP projects may require additional cost above and beyond the expense of the waste tire material. It is the applicant's responsibility to research all cost related to completing the TDP project prior to submitting the application. The applicant must certify, by checking the box on the application that the additional funds needed for the completion of the project will be obtained by the end of the grant term.

QUESTION-AND-ANSWER PROCESS

Questions regarding the Application and its requirements must be in writing and received by

October 24, 2008:

via email at: tiregrants@ciwmb.ca.gov	or mail to: California Integrated Waste Management Board Grant and Loan Resources Branch, 9th Floor TDP Grant Program ATTN: Marissa Luna P.O. Box 4025 Sacramento, CA 95812-4025
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Questions received by any other method or after October 24, 2008 will not be accepted.

Periodically during the Question and Answer (Q & A) period, Qs & As will be posted on the Qs & As website <http://www.ciwmb.ca.gov/Tires/Grants/Product/FY200809/Apply/QandA.htm>. Similar or related questions may be grouped together or re-worded for clarity and responded to as one question. All Qs & As will be posted on or about November 7, 2008 and are subject to updates. It is the Applicant's responsibility to check this website for the latest information regarding this grant.

GRANT APPLICATION DEADLINE & SUBMITTAL

Mailed Applications must be postmarked no later than **November 21, 2008**. Hand delivered Applications must be received and date stamped by CIWMB Staff by **3:00 p.m.** on **November 21, 2008**. Faxed or emailed applications will not be accepted. Late applications will be disqualified and will not be considered for grant funding.

U.S. Postal Service:

California Integrated Waste Management Board
 Grant and Loan Resources Branch, 9th Floor
 TDP Grant Program
 ATTN: Debbie Silva
 P.O. Box 4025
 Sacramento, CA 95812-4025

Commercial Carrier or Hand-Delivered:

California Environmental Protection Agency Building
 California Integrated Waste Management Board
 Grant and Loan Resources Branch, 9th Floor
 TDP Grant Program
 ATTN: Debbie Silva
 1001 I Street
 Sacramento, CA 95814

Applications sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides an addressed and dated receipt. Failure to do so is at the risk of the Applicant and if delivery is delayed or the Application is lost by the Post Office or delivery service, the burden is on the Applicant to demonstrate timely mailing or delivery of the Application.

GRANT APPLICATION REVIEW PROCESS

After the close of the application period, CIWMB staff will review the grant applications for completeness and eligibility. Only complete applications can be considered for award.

GRANT FUNDING

Grant funding levels will be determined based on the following calculation, not to exceed the maximum award amounts:

Product Weight in lbs. (CA Waste Tires)	/	Passenger Tire Equivalent (PTE) (Use 12 lbs. or 20 lbs.)	=	Number of Tires Diverted (In PTEs)	X	Cost Per Tire (CIWMB will reimburse up to \$5 per tire diverted – may include shipping & tax, not to exceed \$5)	=	Material Cost
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➤ *Passenger tire equivalent is the weight of waste tires or parts of waste tires equivalent to the average weight of one waste passenger tire. If a TDP contains less than 30% (by weight) of the original fiber and steel that was in the whole tire, then use 12 lbs. to calculate the number of PTEs. If a TDP contains 30% or more (by weight) of the original fiber and steel that was in the whole tire, then use 20 lbs. to calculate the number of PTEs.*

GRANT AWARD PROCESS

If more grant funds are requested than are available, a random selection process will be conducted and CIWMB will allocate grant funds by lottery in rank order, with the following funding split: 61% to applicants located in southern California and 39% to applicants located in northern California. This funding split is based on the most current estimated population of each county provided by the Department of Finance. Southern California counties are defined as those counties south of and including San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties north of and including Monterey, Kings, Tulare, and Inyo.

For qualifying applications, CIWMB Staff will develop funding recommendations for the CIWMB governing body’s (Board) consideration and approval during its monthly Committee and Board meeting tentatively scheduled for March 2009. The CIWMB reserves the right to partially fund or fund individual phases of selected proposals, and with the Applicant’s prior approval, the Board may fund an amount less than requested.

CIWMB reserves the right to not award any grant funds under one or more cycles.

TENTATIVE TIMELINE FOR TIRE-DERIVED PRODUCT GRANT PROGRAM TDP7 , FY 2008/09

Date	Activity
October 1, 2008	<ul style="list-style-type: none"> • Notice of Funds Available mailed & posted on the Board web site • Application posted on the Board web site
October 1, 2008 – October 24, 2008	<p>Question and Answer Period</p> <ul style="list-style-type: none"> • Questions submitted in writing, answers posted continuously
November 07, 2008	<ul style="list-style-type: none"> • All answers posted (tentatively)
Friday, November 21, 2008 - 3:00 P.M.	<p>Application Deadline</p> <ul style="list-style-type: none"> • Mailed applications must be postmarked by this date • Hand delivered applications must be received and date stamped by the Board staff or its agent by this date and time
Monday, January 12, 2009 - 3:00 P.M.	<p>Resolution and Environmentally Preferable Purchases And Practices Policy Requirement</p> <ul style="list-style-type: none"> • Resolution must be received by the Board Environmentally Preferable Purchases And Practices Policy must be adopted and the CIWMB notified
February 17, 2009	<p>Random Selection Process</p> <ul style="list-style-type: none"> • Funding of applicants and in what order determined, if necessary
March 2009	<ul style="list-style-type: none"> • Grant awards presented to the Board consideration/ approval
April 2009	<ul style="list-style-type: none"> • Grant Agreement packages mailed to grantees
March 31, 2011	<p>Grant Term</p> <ul style="list-style-type: none"> • Grantee may incur costs from the issuance of the Notice to Proceed (NTP) to this date. • Deadline for: Final Report, Final Payment Request, and Request for 10 Percent Withhold.

GRANT PROGRAM ADMINISTRATION

GRANT AGREEMENT PACKAGE

Following the Board's conditional approval of the Grant awards, Grantees will be mailed a Grant Agreement Package. The grant agreement consists of the following items:

- Grant Agreement Form (CIWMB 110).
- Exhibit A—Terms and Conditions: contains CIWMB's standard legal requirements for grants.
Note: See <http://www.ciwmb.ca.gov/Tires/Grants/Product/FY200809/default.htm> to download the Terms & Conditions.
- Exhibit B—Procedures and Requirements: contains specific requirements for administering this Grant, including but not limited to project, reporting, and audit requirements.
Note: See <http://www.ciwmb.ca.gov/Tires/Grants/Product/FY200809/default.htm> to download a draft of the Procedures & Requirements.
- Exhibit C—Application: contains a copy of the completed application.
- Attachment I—Forms: CIWMB forms to be used throughout the grant performance period.
Note: See <http://www.ciwmb.ca.gov/Tires/Grants/Forms.htm> to download the forms.
- Attachment II—Signage: contains an example of the required signage to be posted at the project site.
Note: See <http://www.ciwmb.ca.gov/Tires/Grants/Resources/> for signage example.

REPORTING PROCESS

Grantees are required to submit a progress report on February 27, 2010. The Final Report is due on March 31, 2011. Detailed reporting information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

PAYMENT REQUEST PROCESS

Eligible costs are authorized for reimbursement upon the CIWMB Grant Manager's approval of the Payment Request, and if required, the accompanying Progress/Final Report. Payment Requests must include itemized documentation of claimed expenses (e.g., itemized receipts and proof of payment of invoices). Ten percent (10%) of each approved Payment Request amount will be retained by the CIWMB until the CIWMB Grant Manager approves the Final Report, the Final Payment Request and all required supporting documentation. Failure to submit these final documents by the deadline specified in the Procedures & Requirements may result in the nonpayment of otherwise eligible costs. Detailed payment information is included in Exhibit B – Procedures & Requirements of the Grant Agreement Package.

PLAYGROUND REQUIREMENTS

Beginning January 1, 2008, changes in California law require that replacement of equipment or modification of components inside existing playgrounds shall conform to the playground-related standards set forth by the American Society for Testing and Materials and the playground-related guidelines set forth by the United States Consumer Product Safety Commission. Before CIWMB can reimburse grantee, the grantee must submit documentation of playground compliance. Please visit the California Department of Public Health website for information regarding playground safety and standards, <http://ww2.cdph.ca.gov/HealthInfo/injviosaf/Pages/PlaygroundSafety.aspx>.

GRANT AGREEMENT PROVISIONS;

INCLUDING AUDIT REQUIREMENTS AND WAIVER OF PERSONAL JURISDICTION

As with all Grant Agreement provisions, the following provisions are non-negotiable. Submittal of an Application constitutes acceptance of the provisions.

1. Audit/Records Access. The Grantee agrees that the CIWMB, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three years after final payment or the end of the Grant term, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such

records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.

2. Waiver of Personal Jurisdiction: Should CIWMB seek reimbursement of costs paid to a Grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses and expressly waives tribal sovereign immunity as a defense to any action in any court of the State of California for the recovery of such funds.

REQUIRED DOCUMENTS

PROPOSED WORK PLAN EXAMPLE			
<p>List the individual activities, tasks or subtasks, and timelines necessary to complete the project(s). <i>Note: If additional space is needed, the Work Plan Task Form may be reproduced as necessary.</i></p>			
Pre-Installation Phase			
Task #	Task Description	Product or Results	Timeframe (use dates)
1.	Develop & Advertise Contractor Bid Package	Playground Designer Secured	May-June 2009
2.	Design Project Site	Project Site Designed	
Installation Phase			
Task #	Task Description	Product or Results	Timeframe (use dates)
3.	Site Preparation	Demolition & Curbing	August 2009
4.	Install Surfacing	Surfacing Installed	September 2009
5.	Monitor Project	Project Success	October 2009– May 2010
Post-Installation Phase			
Task #	Task Description	Product or Results	Timeframe (use dates)
6.	Hire Playground Inspector	Playground tested	October 2009
7.	Purchase & Install Signage	Signage Installed	October 2009
8.	Evaluate Project	Project Evaluation	June 2010
9.	Develop Final Report	Final Report	July 2010

RESOLUTION, LETTER OF COMMITMENT, AND LETTER OF AUTHORIZATION INFORMATION AND EXAMPLE

RESOLUTION INFORMATION

(for applicants subject to a governing body, e.g., City Council, Board of Directors)

The Grant Application requires an approved Resolution, dated and attested to/certified, which

1. Authorizes the submittal of the Application(s):
 - for all CIWMB grants for which Applicant is eligible; or
 - for this Grant and other specifically identified CIWMB Grants; or
 - for only this Grant.
2. Identifies the job title of the person authorized to execute applications, agreements, amendments, requests for payment and all grant documents necessary to secure grant funds and implement the approved Grant Project (Signature Authority);
3. Authorizes the Signature Authority to delegate this authority, *not required but encouraged*; and
4. Authorizes application submittal and Signature Authority for a period up to five (5) years from the date of adoption.

A copy of the authorizing Resolution is a required Application document. However, if Applicant needs additional time to obtain the Resolution, it must be received no later than **January 12, 2009**. If not received by this date the Application will be disqualified.

The following Resolution is for example purposes only. Please consult with your attorney to determine the Resolution language most appropriate for the Application. Other examples are available online, <http://www.ciwmb.ca.gov/Grants/ResExample.htm>.

RESOLUTION EXAMPLE

WHEREAS, Public Resources Code sections 40000 et seq. authorize the California Integrated Waste Management Board (CIWMB) to administer various Grant Programs in furtherance of the State of California's (State) efforts to reduce, reuse, and recycle solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority the CIWMB is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, Grant Application procedures require an Applicant's governing body to authorize by resolution its approval for submittal of the Grant Application(s) identified below, and the designation by job title of the individual authorized to execute all Grant documents on behalf of **(Name of Applicant)**; and

WHEREAS, if awarded, **(Name of Applicant)** will enter into a Grant Agreement with the CIWMB for implementation of said Grant(s).

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body)** authorizes the submittal of application(s) to the CIWMB for all grants for which **(Name of Applicant)** is eligible.

BE IT FURTHER RESOLVED that this authorization is effective for **(Insert Time Period: from Month, Day, Year through Month, Day, Year)**; time period not to exceed five (5) years from date of adoption;

BE IT FURTHER RESOLVED that the **(Job Title)**, or his/her designee is hereby authorized and empowered to execute in the name of the **(Name of Applicant)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project.

LETTER OF COMMITMENT INFORMATION
(For Applicants not subject to a governing body)

Applicants, who are not subject to a governing body, must submit with the Application, a letter on Applicant’s letterhead, dated, and signed by a person with authority to contractually bind the Applicant, that:

- authorizes submittal of the TDP Application on behalf of Applicant;
- designates the job title of the person authorized to execute all grant documents necessary to secure grant funds and implement the approved grant project (Signature Authority); and
- authorizes the Signature Authority to delegate this authority (*not required but encouraged*).

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the Application.

LETTER OF COMMITMENT EXAMPLE

I am **(job title)** of **(name of Applicant)**. I am authorized to contractually bind **(name of Applicant)**. Pursuant to this authority, I hereby 1) authorize the submittal of an Application for the **(Grant name)**; 2) authorize **(job title)** as our Signature Authority to execute all grant documents necessary to secure grant funds and implement the approved grant project; documents include, but are not limited to, applications, agreements, amendments and requests for payment; and, 3) authorize our Signature Authority to delegate this authority. The following information more specifically identifies our Signature Authority:

Name & Job Title
Mailing Address
City, State, Zip Code
Telephone Number

LETTER OF AUTHORIZATION FOR DELEGATION INFORMATION
(For Applicants who authorize their Signature Authority to delegate his/her authority)

This letter to the CIWMB is not an Application requirement; however, it is required prior to the Designee’s exercise of his/her authority. The letter must be on the Applicant’s letterhead, dated within the last 12 months, and signed by the Signature Authority. The letter must:

- identify the job title of the Designee; and
- identify the scope of the Designee’s authority.

The following letter is for example purposes only. Please consult with your attorney to determine the language most appropriate for the Application.

LETTER OF AUTHORIZATION EXAMPLE

I am the designated Signature Authority for **(name of Applicant/Grantee)**. I am authorized to execute on behalf of **(name of Applicant/Grantee)** all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved Grant Project. I am authorized to delegate this authority. Accordingly, I hereby delegate this authority to the **(Job Title of Designee)**, who is specifically identified below.

Name & Job Title
Mailing Address
City, State, Zip Code
Telephone Number

ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY INFORMATION AND EXAMPLE

Applicants must have an Environmentally Preferable Purchases and Practices (EPPP) Policy in place by **January 12, 2009**. Applicants who adopt an EPPP Policy prior to submitting their Application need only certify to this fact in their Application.

Applicants who do not have an EPPP Policy in place when they submit their Application, may certify in their Application that they will adopt one and send Notification of EPPP Policy adoption to the CIWMB. CIWMB must receive the Notification by **January 12, 2009** or the Application will be disqualified. See next page for additional information and the Notification.

The following EPPP Policy is for example purposes only.

EPPP POLICY EXAMPLE

ENVIRONMENTALLY PREFERABLE PURCHASES

The **(Applicant name)** provides that all departments shall, whenever possible, use recycled products and recycled materials to meet their needs. This policy is enacted to demonstrate compliance with the Waste Management Reduction Act and foster market development for recycled products.

PURCHASE POLICIES

- A. All **(Applicant name)** departments shall use recycled products whenever practicable. Special emphasis shall be placed on the purchase of products manufactured with post-consumer recycled materials.
- B. All **(Applicant name)** departments may, at their option and with purchasing concurrence, require procurement of designated recycled products or recycled products above the levels required by this policy.
- C. The **(Applicant name)** shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations whenever practicable.
- D. The **(Applicant name)** shall promote the use of recycled products by publicizing its procurement policy whenever practicable.

PURCHASE RESPONSIBILITIES OF RECYCLED PRODUCTS AND MATERIALS COORDINATOR

The **(title of person responsible)** shall coordinate the implementation of this policy. He/she will establish a list of recycled products that shall be purchased by all **(Applicant name)** departments whenever practicable and will develop the mechanism for maintenance, additions, and deletions to the list of recycled products available for procurement. Maintenance of the list will include addition of new products containing recycled material as they become available. Specifications of these new products and their suggested uses will be made available to all **(Applicant name)** departments. The **(title of person responsible)** will also work with all departments to establish minimum recycled content standards for designated recycled products to maximize recycled product availability, recycled content, and competition. The **(title of person responsible)** will also be responsible for annual policy review.

ENVIRONMENTALLY PREFERABLE PRACTICES

The **(Applicant name)** will act to make resource conservation an integral part of its waste reduction and recycling programs. The practice of discarding materials used in the **(Applicant name)** facilities is wasteful of natural resources, energy, and money.

PRACTICE POLICIES

1. The **(Applicant name)** will integrate the concept of resource conservation, including waste reduction and recycling, into its environmental programs.
2. The **(Applicant name)** will decrease the amount of waste of consumable materials by: a) reducing the consumption of consumable materials wherever possible; b) fully utilizing all materials prior to disposal; and c) minimizing the use of non-biodegradable products wherever possible.
3. The **(Applicant name)** will cooperate with, and participate in, recycling efforts being made by the city and county. As systems for recovering waste and recycling develop within the **(Applicant name)** will participate by appropriately separating and allowing recovery of recyclable waste products.
4. The **(Applicant name)** will purchase, where financially viable, recycled products. The **(Applicant name)** will also encourage suppliers, both private and public, to make recyclable products and unbleached paper products available for purchase.
5. Representatives of the **(Applicant name)** will actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and national levels.

NOTIFICATION OF EPPP POLICY ADOPTION

Applicants who do not have an EPPP Policy in place when they submit their Application, may certify in their Application that they will adopt one by **January 12, 2009** and will send the Notification (below) to the CIWMB. CIWMB must receive the Notification by **January 12, 2009** or the Application will be disqualified.

IMPORTANT! Notification sent by U.S. Postal Service or a commercial delivery service should be sent in a manner that allows for tracking by the sender and that provides for verification of delivery. Failure to do so is at the risk of the applicant and if delivery is delayed or the Notification is lost by the Post Office or delivery service, the burden is on the applicant to demonstrate timely delivery and receipt by the CIWMB of Notification.

APPLICANT INFORMATION	
GRANT PROGRAM NAME:	
APPLICANT / ORGANIZATION NAME:	
PRIMARY CONTACT NAME:	TITLE:
TELEPHONE NUMBER:	FAX NUMBER:
EMAIL ADDRESS:	
Check box	
<input type="checkbox"/>	Yes, our organization has an Environmentally Preferable Purchases and Practices Policy.
	DATE ADOPTED: _____ BY: (E.G., GOVERNING BODY NAME, EXECUTIVE OFFICER, ETC.) _____
<i>Certification: I declare, under penalty of perjury, under the laws of the State of California, that the above information is true and accurate to the best of my knowledge.</i>	
X	
<i>Signature Authority - as authorized in Resolution or Letter of Commitment; or Authorized Designee - as authorized in submitted Letter of Authorization</i>	
<i>Date</i>	
<i>Print Name</i>	
<i>Print Title</i>	

Submit notification to:
 California Integrated Waste Management Board
 Grant and Loan Resources Branch, 9th Floor
 TDP Grant Program – EPPP
 1001 “I” Street, 9th Floor
 P.O. Box 4025
 Sacramento, CA 95812-4025